

Technical Branch
Cultural Group
Library Series

LIBRARY INFORMATION SPECIALIST II

09/96 (SAC)

Summary

Under general supervision, perform a variety of responsible para-professional library duties and lead others in activities essential to providing patron service and operation of technical services, as assigned.

Typical Duties

Assist patrons, including processing patrons through circulation desk. Involves: discussing interests of patrons to answer ordinary, but somewhat intricate, reference inquiries and referring unusual reference requests or those dealing with research method to professional staff; guiding patrons in use of online database searches and the Internet; assisting with computer catalog terminals, compact disk-read only memory (CD-ROM) players, microform readers printers and similar library equipment; reserving requested books or other library materials; checking materials in and out; entering library card applications and renewals or similar information in database.

Perform activities associated with maintaining library data base information systems. Involves: performing routine descriptive cataloging of specific portion of library collection, as assigned; entering information into automated system related to ordering, receiving, cataloging and distribution of library materials; ensuring accuracy of call numbers by making adjustments to correct errors discovered through systems audits.

Perform as lead worker, if assigned. Involves: conferring with supervisor to receive instructions and coordinate activities of lower-graded personnel; assisting in making recurring work assignments; training coworkers on library procedures and guiding in resolving problems encountered; initiating and suggesting ideas for successful completion of work.

Perform other duties as required. Involves: participating in outreach, youth services and other library programs, including assisting in selection of some related materials; substituting, if assigned, for immediate supervisor, or coworkers during temporary absences by performing specified duties and responsibilities of supervisor essential to maintaining continuity of operations and similarly performing duties of subordinates or coworkers; operating bookmobile and providing related services, as assigned; collecting, sorting and shelving materials, as required; typing, filing, answering phones, maintaining records and preparing reports; receiving, counting and depositing money for fines.

Minimum Qualifications

Training and Experience: Completion of two (2) years of college and two (2) years of para-professional library experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: library classification systems including the Dewey Decimal System. Good knowledge of: practices, procedures and operation of a library; moderately complex computer automated library systems comparable to those currently in use. Some knowledge of the Library's role in the community; common data base management, spreadsheet and word processing software.

Ability to: organize and prioritize workload; justly and impartially exercise delegated authority to lead, motivate, train and evaluate assigned personnel; express oneself clearly and concisely both orally and in writing to prepare and deliver public presentations; establish and maintain effective working relationships with fellow employees and the general public; maintain files and accurate records.

Skill in the safe operation and care of common office equipment including mainframe terminals and personal computers, and bookmobile, if assigned.

Physical Requirements: sit and stand for extended periods of time assisting patrons, inputting data and checking in and out materials; climb step stools and reach overhead to place books on top shelves (up to 8 feet high); occasionally required to move heavy objects, including carts loaded with books.

Special Requirements: If assigned to bookmobile, must possess a valid Class "C" driver's license; must work evenings and weekends.

Director of Personnel

Department Head